

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
FROM: Compensation and Tax Division  Rm. 702 Key Bldg. X-2071			EXTENSION	NO.
			DATE 3 December 1973	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DD/Plans & Systems 1212 Key Building		12/4	[Signature]	<p><i>Recommend approval</i></p> <p><i>Note that attached 13</i></p> <p><i>contemplates an increase</i></p> <p><i>of 22 points (4 in cost of</i></p> <p><i>life).</i></p> <p><i>This would change overall</i></p> <p><i>average for CTD from</i></p> <p><i>7.69 to 8.03.</i></p> <div style="background-color: black; width: 100px; height: 50px; margin: 10px 0;"></div>
2.				
3. Director of Finance 1212 Key Building				
4.				
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Approved For Release 2000/08/15 : CIA-RDP80-01341A000100090004-7

3 December 1973

MEMORANDUM FOR: Director of Finance

SUBJECT : Realignment of Compensation and  
Tax Division Staffing Complement

1. Paragraph four of this memorandum contains a recommendation for your approval.

2. The implementation of the revised automated payroll system on 29 April 1973 and the subsequent expansion of that system has resulted in a significant organizational realignment in Compensation and Tax Division. The Staffing Complement must also be revised to reflect this realignment. In order to establish a realistic base point for the Office of Personnel Position Management and Compensation Division (PMCD) position review scheduled for January 1974, the following staffing revisions are required to reflect the status quo:

a. Reduce the Special Payroll Operations Branch from [REDACTED] positions.

STATINTL

b. Increase the Automated Payroll Operations Branch from [REDACTED] positions.

STATINTL

Attachment A outlines the individual position switches, upgradings, and downgradings involved. These changes include eliminating a GS-11 and adding a GS-12, eliminating three GS-9's and adding two GS-11's, eliminating three GS-7's and adding two GS-7's, and adding one GS-6 and one GS-5. Both the overall position count and grade point count are unchanged by this realignment.

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Staffing Complement

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3. This realignment does not alleviate the overall upgrading of the pay clerk jobs to pay technicians needed to cope with the current automated system. [REDACTED] and I discussed this requirement with Mr. Brownman on 16 November 1973 when we briefed him on the current payroll problems. I propose that we defer that request for correction for the PMCD "desk audit". Attachment B outlines the requested upgrades deferred until completion of that review.

4. The realignment in the Staffing Complement discussed in paragraph two above and outlined in Attachment A is recommended for your approval and submission to Office of Personnel.

[REDACTED]  
Chief  
Compensation and Tax Division

STATINTL

Attachments:  
A and B

APPROVED:

STATINTL

[REDACTED]  
THOMAS B. YALE  
Director of Finance

Dec. 4, 1973  
Date

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Next 2 Page(s) In Document Exempt

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ATT  
B

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Requested Upgradings Deferred For PMCD Review

<u>Title</u>	<u>Pos #</u>	<u>From</u>	<u>To</u>	<u>Planned Incumbency</u>	<u>PK</u>
Tax Accountant-D Ch	0834	GS-12	GS-13	1	1
Tax Accountant	0835	GS-11	GS-12	1	1
Tax Accountant	0737*	GS-09	GS-11	1*	2
Clerk-Stenographer	0836	GS-06	GS-07	1	1
Time Leave Pay Supervisor**	0852	GS-06	GS-07	3	3
Time Leave Pay Clerk**	0849	GS-05	GS-07	7	14

14  
+22

\*One remains GS-09 -- GS-11 position requires new number.

\*\*Become Time Leave Pay Technicians for total of 10 slots;  
Four ~~two~~ slots remain GS-05 Time Leave Pay Clerks (Pos #853)  
for new trainees.

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	C/CCS		30 NOV 1973	W	
2					
3	C/CCS/CSB		12/3	P	
4	C/CXTD		3 Dec 73	Hem	
5	D/FIN				
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b>  <p>4-5 THE ATTACHED REQUESTED UPGRADES ARE INCLUDED WITH OTHER CXTD UPGRADES DEFERRED FOR PMCO REVIEW AS SHOWN IN ATTACHMENT B OF MY MEMO REQUESTING SOME CURRENT REALIGNMENTS IN CXTD.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
COVER SUPPORT BRANCH				11/28	
UNCLASSIFIED		CONFIDENTIAL		SECRET	



SECRET

CSB 73-639

30 November 1973

MEMORANDUM FOR: Director of Finance  
THROUGH : Chief, Cover & Commercial Staff  
Chief, OF/Compensation & Tax Division  
SUBJECT : Request for Increase in Grade Structure

1. It is requested that the following positions in the [REDACTED] Staff be audited for the purpose of increasing the grade structure of the office:

25X1A

Position 0834 from GS 12 to GS 13  
Position 0835 from GS 11 to GS 12  
Position 0737 from GS 9 to GS 11 (see paragraph 3)  
Position 0836 from GS 6 to GS 7

2. The positions in this office require a specialized knowledge not required in any other Office of Finance position. In addition, their duties require a good general knowledge of all Finance procedures.

3. Currently our staffing complement calls for two GS 9 incumbents in position 0737. It is proposed that one of these GS 9's be increased to GS 11, while the other remains a GS [REDACTED]

25X1A

Chief  
Cover Support Branch  
Cover & Commercial Staff

7 Attachments  
Position Descriptions

E2 IMPDET  
CL BY 063851

25X1A

CONCUR: [REDACTED]

3 December 1973  
Date

SECRET